

**CONFIDENTIAL**

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 June 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 22, Week of 3 - 9 June 1958

1. Utilization of Space at 1016 16th Street. During the month of June the A&E Staff will conduct tests for both applicants and new employees in Room 404. This is a classroom assigned to Clerical Induction Training; in peak-load months it is used by CIT as a testing room as well as a classroom. Its availability to A&E has many advantages: shuttle transportation eliminated; "lost" personnel ratio lessened (difficulty in finding R&S); and uncleared personnel tested in an uncleared area.

2. USIA Training Request. Training personnel in USIA have requested the privilege of auditing the telephone training lecture as well as laboratory training period in Clerical Orientation Training. Miss Dockterman and Mrs. Wilkens of USIA are presently designing a telephone training course for that organization.

3. Tutorial Training in Telephoning. At the request of [redacted] FI Training Officer, [redacted] Clerical Orientation, held two special tutorial sessions in telephoning for six of their girls. The first program was held on Tuesday morning and on Wednesday morning it was repeated for the second group of girls. One part of the training consisted of the showing of a Telephone Company film, "Your Tell-Tale Voice." This was followed by a critical analysis and discussion. Another feature was the recording and the play-back of telephone conversations made by the trainees.

4. Numbers in Clerical Induction Training. During the week of 3 June there were 14 people in Clerical Induction Training. Of those, 7 entered for the first time.

5. Numbers in Clerical Orientation Training. During the week of 3 June the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

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NO CHANGE in Class. ☒☐ DECLASSIFIED

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